



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

4 January 2005

MEMORANDUM FOR WING AND REGION COMMANDERS AND
COMMANDERS OF UNITS BELOW WING LEVEL

SUBJECT: Squadron Asset Reporting

1. I am requesting your assistance in a project that will improve the financial reporting for Civil Air Patrol. Financial data from all Regions, Wings, Groups, Squadrons and Flights in Civil Air Patrol is consolidated each year with National Headquarters for financial reporting purposes. However, the assets at units below wing level have never actually been audited.
2. In order to ensure that all assets are accurately recorded in Civil Air Patrol's audited financial statements, Financial Management will review each unit's assets to confirm that they are accurately identified and recorded in the consolidated financial statements. "Assets" consist of equipment and property with a cost of \$5,000 or greater and a useful life of more than one year. **Items costing less than \$5,000 are not being considered and do not need to be reported.**
3. Ms. Sharon Freeburg, the National Headquarters Squadron Financial Analyst, will be responsible for gathering this information from your unit. Wing Financial Analysts will also assist in this project. **Please send the completed attached information form to Ms. Freeburg at the address or fax number listed on the form by 15 February 2005.**
4. Information obtained from the units will be used to allow National Headquarters to report assets accurately for financial statement purposes. All assets will remain with the unit and will be accounted for as unit assets.
5. Thank you in advance for taking a few minutes and providing the requested information. I deeply appreciate your full cooperation in completing this important task.

A handwritten signature in black ink, appearing to read "Dwight H. Wheless", is positioned above the typed name.

DWIGHT H. WHELESS
Major General, CAP
Commander

Attachment:
Units Below Wing Level Questionnaire



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Units Below Wing Level Questionnaire

Unit Name _____

Unit Number _____

Date _____

1. Where does your unit meet?

Is the meeting place leased?

If yes, do you have a copy of the lease?

If no, how was it acquired?

If donated, when was it donated?

What was the value when it was donated?

Do you have documents transferring ownership?

If purchased, when was it purchased?

Is it reported on the S-6?

2. Has your unit received any donated assets over \$5,000 in value? (i.e., vehicle, trailer, furniture, copier, hangar)

When was the asset donated? Are there any restrictions placed on the donated asset?

Is the asset reported on the S-6?

3. Has your unit purchased any assets valued at over \$5,000?

If yes, are they on the S-6?

Name of Individual Completing Form _____

Position _____

Phone _____

Email _____

Please call Sharon Freeburg at 954-931-9375 or e-mail slfreeburg@bellsouth.net with any questions. **This form should be faxed or mailed back by 15 Feb 2005 to:**

Sharon Freeburg, CPA
Squadron Financial Analyst
10241 NW 2nd Drive
Coral Springs, FL 33071-8012

Fax: 954-341-8363